

~~SECRET~~
CONFIDENTIAL

5 September 1951

MEMORANDUM FOR: CLASSIFICATION & WAGE DIVISION

SUBJECT: Reclassification of Position

*Methods Examiner
(Procedures)
Imp*
1. It is requested that one of the GS-4 Clerk-Steno positions now authorized in the T/O of the Management Branch, Administration, be reclassified to GS-7 ~~Information and Editorial Specialist (Editorial Assistant)~~ in order to provide for urgently needed staff assistance to the Publications Officer.

2. Attached herewith is a job description of the requested position.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

Chief, Administration

25X1

Attachment: Job description (1)

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. ⁹⁵ NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S ²² RET. JUST ²²
NEXT REV DATE ^{20/5/79} REVIEWER _____ TYPEDOC. ⁰²
NO. PGS. ¹ CREATION DATE _____ ORG COM. ⁴⁰ ORG CLASS ^S
REV CLASS ^C REV COORD. _____ AUTH: HR 70-3

25X1

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SEP 26 1951